

TRADING PARTNER TESTING VERIFICATION COMPLETION INSTRUCTIONS PRE-TESTING USING THE DHCF EDI COMMUNEDI TESTING SERVICE

The DHCF requires trading partners, except for trading partners exclusively using the PES software, to pre-test the X12 837 Health Care Claim: Institutional, Professional and Dental using the DHCF EDI Communed testing service. The DHCF has established the following X12 837 criteria according to the Workgroup for Electronic Data Interchange (WEDI) Strategic National Implementation Process (SNIP) recommended types of testing documented in the WEDI SNIP *Testing and Certification White Paper, Version 3.0*.

Type 1: EDI syntax integrity testing – Testing of the EDI file for valid segments, segment order, element attributes, testing for numeric values in numeric data elements, validation of X12 or NCPDP syntax, and compliance with X12 and NCPDP rules. This will validate the basic syntactical integrity of the EDI submission.

Type 2: HIPAA syntactical requirement testing – Testing for HIPAA Implementation Guide-specific syntax requirements, such as limits on repeat counts, used and not used qualifiers, codes, elements and segments. Also included in this type is testing for HIPAA required or intra-segment situational data elements, testing for non-medical code sets as laid out in the Implementation Guide, and values and codes noted in the Implementation Guide via an X12 code list or table.

Type 3: Balancing – Testing the transaction for balanced field totals, financial balancing of claims or remittance advice, and balancing of summary fields, if appropriate. An example of this includes items such as all claim line item amounts equal the total claim amount. (See pages 19-22, *Healthcare Claim Payment/Advice – 835 Implementation Guide for balancing requirements of the 835 transaction*.)

Type 4: Situation testing – The testing of specific inter-segment situations described in the HIPAA Implementation Guides, such that: If A occurs then B must be populated. This is considered to include the validation of situational fields given values or situations present elsewhere in the file. Example: if the claim is for an accident, the accident date must be present.

Type 6: Product types or line of services: This testing type is required to ensure that the segments/records of data that differ based on certain healthcare services are properly created and processed into claims data formats. These specific requirements are described in the Implementation Guides for the different product types or lines of service. For example, ambulance, chiropractic, podiatry, home health, parenteral and enteral nutrition, durable medical equipment, psychiatry, and other specialized services have specific requirements in the Implementation Guide that must be tested before putting the transaction in production. This type of testing only applies to a trading partner candidate that conducts transactions for the specific line of business or product type.

Type 7: Implementation Guide-Specific Trading Partners: The Implementation Guides contain some HIPAA requirements that are specific to Medicare, Medicaid, and Indian Health. Compliance or testing with these payer specific requirements is not required from all trading partners. If the trading partner candidate intends to exchange transactions with one of these Implementation Guide special payers, this type of testing is required. When a certification service certifies a trading partner for compliance, the certification service must indicate whether these payer specific requirements were met during the certification process. Other payers and trading partners may have their own specific business requirements; but, unless they are listed in the HIPAA Implementation Guides, they are not HIPAA requirements. These non-HIPAA trading partner specific requirements must be tested as part of the business-to-business testing. For further information on business-to-business testing and for further information on testing trading partner rules that are not contained in the Implementation Guides, please see the Business-To-Business Testing White Paper developed by this sub-workgroup.

Note: Wisconsin Medicaid will not require Type 5 verification for testing or production transactions during initial HIPAA implementation.

Type 5: External code set testing – Testing for valid Implementation Guide-specific code set values and other code sets adopted as HIPAA standards. This level of testing will not only validate the code sets but also make sure the usage is appropriate for any particular transaction and appropriate with the coding guidelines that apply to the specific code set. Validates external code sets and tables such as CPT, ICD9, CDT, NDC, status codes, adjustment reason codes, and their appropriate use for the transaction.

Trading partners may obtain the white paper by accessing the WEDI SNIP web site,
http://www.wedi.org/snip/public/articles/dis_viewArticle.cfm?ID=49&wpType=3.

Please note, trading partners must pre-test with the EDI Communed testing service and be approved for each X12 837 transaction type (i.e. Dental, Professional, and Institutional) indicated on the Trading Partner Profile Form submitted to the DHCF EDI department. Additionally, trading partners must submit no less than 10 claims within the applicable X12 837 transaction file in order to pass the pre-testing criteria, however trading partners are not limited on the number of transaction files they submit for pre-testing. A minimum of one transaction file containing no less than 10 claims must pass the pre-testing criteria.

Trading partners can access the DHCF sponsored EDI Communed testing service at <http://wiedi.communedi.com>. Following are the instructions for creating an account and submitting files using the EDI Communed testing service.

Step 1 – Create New Account

To create an account, enter a User name and Password and 'wiedi' in the Account Code and click on new account.

Communed - Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <https://wiedi.comuned.com/myaccount/communed.php?communed=wiedi> Go Links »

Wisconsin DHCF EDI Department Communed

If you have already enrolled in Wisconsin DHCF EDI Department's Communed, login here:

User Name:

Password:

(Passwords are case-sensitive.)

Login

[Forgot your username or password? Click Here.](#)

If you would like to enroll in Wisconsin DHCF EDI Department's Communed, enter your Account Code here:

Account Code:

New Account

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Enter the fields marked as required. For the company name, trading partners must enter their name followed by their DHCF EDI assigned trading partner ID (i.e. ABC Billing Company – 99999999, where 99999999 is the trading partner ID).

Click Create Account.

The screenshot shows a web browser window titled "Communed - New Account - Microsoft Internet Explorer". The address bar displays the URL: <https://wiedi.communedi.com/myaccount/communednew.php?PHPSESSID=6e0ba6c7f38fbd4584d696c20f19ec&communed=wiedi&code=wiedi>. The page content is titled "Create Communed Account" and includes the instruction: "Please fill out the form below to complete your Communed account." Below this, a note states: "Fields marked with * are required." The form consists of the following fields:

- Username:** Text input field with a red asterisk.
- Password:** Text input field with a red asterisk. Below it is the text "Select a password".
- Confirm Password:** Text input field with a red asterisk. Below it is the text "Retype your password".
- Company Name:** Text input field containing "ABC Billing Company - 99999999" with a red asterisk.
- Company Demographic:** A dropdown menu currently showing "Empty" with a red asterisk. Below it is the text "Select the option that best describes your company."
- First Name:** Text input field with a red asterisk.
- Middle Initial:** Text input field.
- Last Name:** Text input field with a red asterisk.
- Address:** Text input field with a red asterisk.
- City:** Text input field with a red asterisk.
- State:** A dropdown menu currently showing "Alabama" with a red asterisk.
- Zip:** Two text input fields separated by a hyphen, with red asterisks on each.
- Email Address:** Text input field with a red asterisk.
- Phone:** Text input field with a red asterisk. Below it is the text "Format: (###) ### ####".

At the bottom of the form are two buttons: "Cancel" and "Create Account". The browser's status bar at the bottom shows "Done" and "Internet".

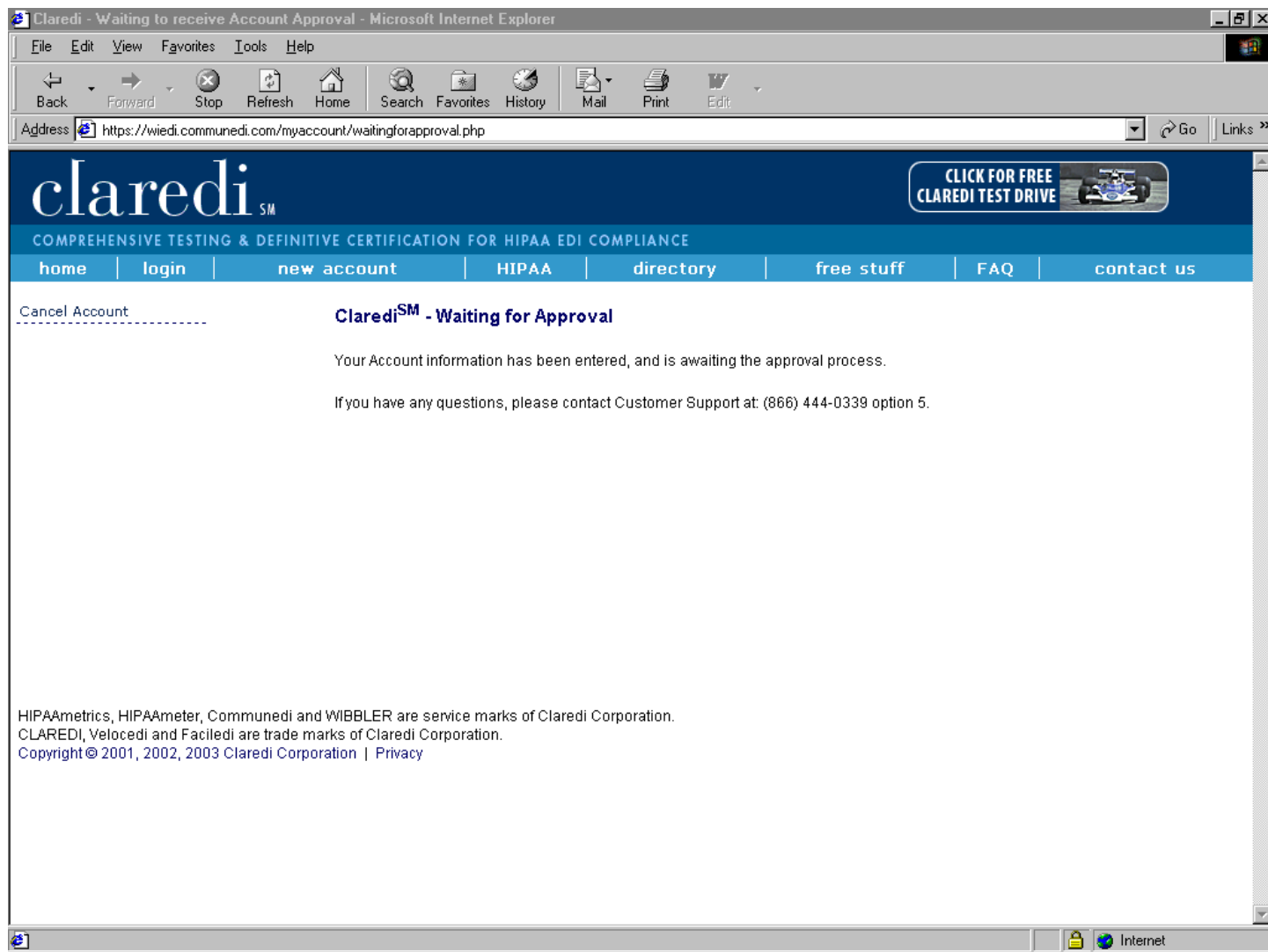
Trading partners that do not appropriately identify the Company information followed by the Trading Partner ID will receive the following rejection email.

Your registration in Wisconsin DHCF EDI's Communed has been rejected.

Please verify that you have properly identified your Company with the appropriate format, including your assigned 8-digit trading partner id (i.e. ABC Billing Company - 99999999, where 99999999 represents your id).

Step 2 – EDI Department Approval

Trading partners will receive the following screen upon creating an account.



The EDI department will be automatically notified when trading partners enroll in the EDI Communedi. The EDI department will confirm that the trading partner has been assigned a trading partner ID and will then approve the trading partner for Communedi testing. The trading partner will receive an email within one business day containing the following text:

You have been approved for testing in the Wisconsin DHCF EDI Communedi.

Click on the following link to return to the Wisconsin DHCF EDI Communedi's login page:

<https://wiedi.communedi.com/myaccount/communedi.php?communedi=wiedi>

Step 3 – Login and Submit Test Files for Analysis

Enter the Username and Password you selected during the initial Communedí enrollment process and click Login. You do not need to re-enter the Account Code.

The screenshot shows a Microsoft Internet Explorer window titled "Communedí - Login". The address bar displays the URL: <https://wiedi.communedi.com/myaccount/communedí.php?communedí=wiedi&PHPSESSID=383ef8cc9e9414c8b57631a7a116c45c>. The page content includes a heading "Wisconsin DHCF EDI Department Communedí". Below this, a message states: "If you have already enrolled in Wisconsin DHCF EDI Department's Communedí, login here:". There are two input fields labeled "User Name:" and "Password:", with a note "(Passwords are case-sensitive.)" and a "Login" button. A link "Forgot your username or password? Click Here." is provided. Below this, another message states: "If you would like to enroll in Wisconsin DHCF EDI Department's Communedí, enter your Account Code here:". There is an input field labeled "Account Code:" and a "New Account" button. At the bottom, a footer contains the following text: "HIPAAmetrics, HIPAAmeter, Communedí and WIBBLER are service marks of Claredí Corporation. CLAREDí, Velocedí and Faciledí are trade marks of Claredí Corporation. Copyright © 2001, 2002, 2003 Claredí Corporation | Privacy". The browser's status bar at the bottom shows "Done" and "Internet".

Communedí - Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <https://wiedi.communedi.com/myaccount/communedí.php?communedí=wiedi&PHPSESSID=383ef8cc9e9414c8b57631a7a116c45c> Go Links »

Wisconsin DHCF EDI Department Communedí

If you have already enrolled in Wisconsin DHCF EDI Department's Communedí, login here:

User Name:

Password:

(Passwords are case-sensitive.)

Login

[Forgot your username or password? Click Here.](#)

If you would like to enroll in Wisconsin DHCF EDI Department's Communedí, enter your Account Code here:

Account Code:

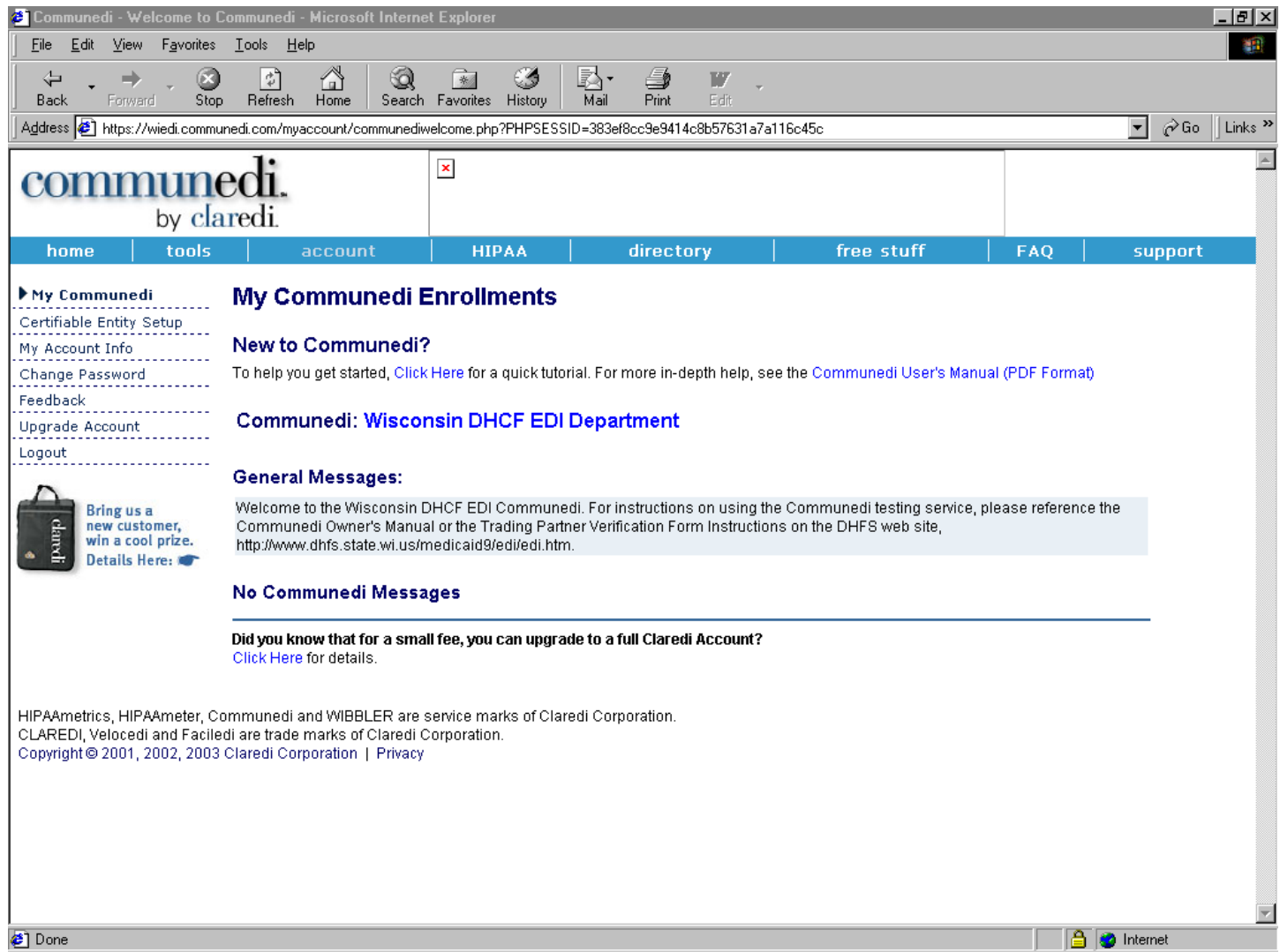
New Account

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Done Internet

Trading partners will receive the following enrollment screen.

Click on Tools in the toolbar. Trading partners should disregard the Certifiable Entity Setup. The DHCF EDI department is not certifying trading partners for HIPAA.



After clicking on tools trading partners will receive the following welcome screen with the First Name selected during account creation. Trading partners should disregard the New Certification Details and Issue Tracking System information.

Click Submit File for Analysis.

Claredi - Tools - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <https://wiedi.communedi.com/myaccount/tools.php?PHPSESSID=383ef8cc9e9414c8b57631a7a116c45c> Go Links »

communedi
by claredi

home tools account HIPAA directory free stuff FAQ support

Submit File for Analysis
History of Submissions
Search Directory
Feedback
Upgrade Account
Logout

Welcome Craig!

New to Communedi?
To help you get started, [Click Here](#) for a quick tutorial. For more in-depth help, see the [Communedi Users Guide \(PDF Format\)](#)

New Certification Details In The Directory
We have enhanced the way certification information is displayed in the Directory. If you have certified transactions, you and your trading partners can quickly view the number of certified files you've submitted, the number of business units (e.g. specific claims, remittances, inquiries, etc.) you've submitted, and the number of business units you have certified. The Directory also shows you the percentage of business units certified of those you've submitted for each transaction listing.

This enhancement gives you and your trading partners an objective measurement to gauge the level of compliance of your transactions.

Issue Tracking System
If you have a question about your analysis reports, quizzes, or other items related to your testing or certification, use our [Issue Tracking System](#) to ask us. Just click the Issue Tracking System link on the Support page and enter the necessary information. You can also track our progress on your request.

You have not set up any [Certifiable Entity IDs](#) for this account. Certifiable Entity ID setup is **necessary** to obtain certification on outbound files (as opposed to files you receive from trading partners) and to reap the full benefits of [HIPAAmetrics](#).

Claredi strongly recommends that you setup your Certifiable Entity IDs as soon as possible.

[Click here](#) to set up your Certifiable Entity IDs.

Addenda Edits Available
The Addenda edits are now available for testing and certification. [Click here](#) for more information.

[View our Recent links to Implementation Guide](#)

Internet

Trading partners will receive the following testing screen. Click on the browse button and locate the X12 837 transaction file on the computer or network to submit for analysis. Trading partners may also supply comments to document the test file. Do not change the analysis type. Trading partners may also de-identify the test data contained within the file, however the DHCF EDI Department is not certifying trading partners for testing purpose and de-identifying data will not impact the pre-testing approval process.

Click Submit File for Analysis

Claredi - Submit Files - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit



Address <https://wiedi.communedi.com/myaccount/submit.php?PHPSESSID=383ef8cc9e9414c8b57631a7a116c45c> Go Links »

communedi.
by claredi.

home tools account HIPAA directory free stuff FAQ support

Submit File for Analysis

History of Submissions
Search Directory
Feedback
Upgrade Account
Logout

 Bring us a new customer, win a cool prize. Details Here: 

Current Velocedi Version: 1.07.0049
Velocedi business rules were last updated on 2003-08-15.

To submit a file for testing, click the "browse" button below and select the file to submit. If you'd like to add comments for your own reference, use the field provided below.

File to test:

Comments:

Analysis Type:

- ☒ Current Velocedi Version (Last updated: 2003-08-15)
- ☐ Current Faciledi Reference Version 1.07.0033 (Updated: 2003-08-06)
- ☐ Previous Faciledi Reference Version 1.07.0006 (Updated: 2003-07-08)

De-Identify:

- ☒ Yes, remove identifying data before analyzing.
- ☐ No, don't touch my data, I know what I'm doing.

De-identified data cannot be used for certification. See [below](#) for more information about when you should and should not de-identify data.

When to De-Identify

While Claredi's computers use strong security mechanisms to protect the personal health information you upload to us, we encourage the use of de-identified data for testing purposes. When you check the above option, we will process your test file through our X12 de-identification software before submitting it for analysis.

As an alternative you can [download](#) the de-identification utility and de-identify the test file before uploading it to our server. Please be aware that the de-identification process modifies the data and could hide some problems. For this reason ClarediSM will not accept de-

Internet

Trading partners may receive the following screen while the file is being analyzed. Do not click the Back or Refresh buttons while the file is being analyzed.

Claredi - Submit Files - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit



Address <https://wiedi.communedi.com/myaccount/processSubmit.php?TestSubmissionID=378890&PHPSESSID=383ef8cc9e9414c8b57631a7a116c45c> Go Links »


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by claredi.

home tools account HIPAA directory free stuff FAQ support

Submit File for Analysis

History of Submissions
Search Directory
Feedback
Upgrade Account
Logout

 Bring us a new customer, win a cool prize. Details Here: 

ANALYZING FILE 

Analyzing ... please wait. The analysis process may take several minutes. If you want to submit another file before this file is analyzed, please click [here](#). Do not use the 'Back' button to return to the previous page. This causes some browsers to resubmit your file.

You will be taken to the analysis results page once the process is complete. Or, you may check for the results later on the [history](#) page.

Your file name	081215_84P.x12
Size	6511 bytes
Comments	
Analysis Status	New

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Done Internet

Trading partners will receive the following screen with the results of the analysis. View the **Result Summary** in the middle of the report to verify that testing types 1, 2, 3, 4, and 6 have been passed. Refer to page one of this attachment for a description of the testing types. A green check mark under the **HIPAA Errors** column indicates that the file passed the transaction type review. A red x under the **HIPAA Errors** column indicates that the file failed the transaction type review. If the file did not pass one of these testing types scroll down to the message summary to determine the cause of the error, correct the error, and resubmit the file for analysis until all errors within the required testing types have been resolved.

Questions regarding the analysis report should be directed to help desk support using one of the following:

Email: [e-mail \(support@claredi.com\)](mailto:support@claredi.com) 24 hours a day, 7 days a week.
 Phone: 1-866-444-0339, option 5, between the hours of 7 a.m. and 5 p.m., MT.

communed. by claredi.

home | tools | account | HIPAA | directory | free stuff | FAQ | support

Submit File for Analysis

History of Submissions

Search Directory

Feedback

Upgrade Account

Logout

Bring us a new customer, win a cool prize. Details Here:

This is not a certification or verification of HIPAA compliance. Summary of test report for confidential use by Claredi customer only.

File name	081215_84P.x12																					
Size	6511 bytes																					
Comment																						
Date Submitted	2003-08-21 17:09:26 GMT																					
Analysis Start Time	2003-08-21 17:09:53 GMT																					
Analysis Finish Time	2003-08-21 17:09:54 GMT																					
Submission Method	Web site SSL upload (from 165.189.41.11)																					
Velocedi Version	V 1.07.0049 1.0.03227 1.1.03227																					
Velocedi Analysis Status	Analysis complete																					
HIPAA Version	004010X098A1																					
Transaction Identifier	837P																					
Result Summary	Identifier	HIPAA Errors							Business Errors							Warnings						
		1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
	Unknown	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✗	✓	✓	✓	✗	✗	✓	✗	✓	✓	✓
Action	Display report: <input checked="" type="radio"/> Errors and data <input type="radio"/> Errors only																					

ATTACHMENT I

HCF 13077 (08/03)

Step 4 – Pre-testing Approval

After passing the testing criteria established by the DHCF for the EDI Communed testing service, trading partners will receive an approval email for the specific X12 837 transaction type [TRANS] containing the following text:

You have successfully passed Wisconsin DHCF EDI Communed testing criteria for the [TRANS]. You may now proceed in testing directly with the Wisconsin DHCF EDI Department for the [TRANS].

Please reference the Trading Partner Verification Instructions located on the Wisconsin DHFS web site, <http://www.dhfs.state.wi.us/medicaid9/edi/edi.htm>, for more information.